

# Supplemental Guidance

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## *NJ SMART Special Education Scenarios*

While the Special Education Student Data Handbook outlines the data elements and validation rules, this document outlines some of the common scenarios in the Special Education Submission and provides explicit clarification to some of the common misconceptions related to the Special Education Submission.

Please note that for the 2016-2017 School Year, the traditional October 15<sup>th</sup> SID/SMID Snapshots will be taken on Friday, October 14<sup>th</sup> at 5:00pm. All dates in the document for 10/15/16 should map to 10/14/16 for this year.

### **Students that should be included in the Special Education Submission:**

1. All students with an IEP that is in effect as of 10/15/2016 for which the district had CST responsibility.
2. All special education students who were reported in the 10/15/2015 special education submission file, but who have been declassified or determined ineligible after 6/30/2016 and on or before 10/15/2016.
3. All new referrals on or after 7/1/2015 that are still in process (**exclude** students where the new referral was withdrawn, or the Child Study Team(CST) found that evaluations were not warranted, or the consent to evaluate was either refused or revoked)

### **Students that should be excluded in the extract:**

1. Special Education students who have been parentally placed in a non-public school.
2. Students for which the district does not have CST responsibility.
3. Any referral on or after 7/1/2015 that has left the district prior to 10/15/2016.
  - a. Students in the referral process who leave the district prior to eligibility determination
  - b. Students found eligible who leave the district prior to 10/15/2016
  - c. Students found ineligible who leave the district prior to 10/15/2016
  - d. Special education students with an IEP in place that spans the 10/15/2016 date, but who exit special education prior to 10/15/2016
4. Student attends a vocational school full time.
5. Special Education Students not receiving services because they are Home School students for whom the district does not provide services.
6. Special Education Students transferred out of the district on or before 10/15/2016.
7. Special Education Students transferred into the district AFTER 10/15/2016.

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## NJ SMART Special Education Scenarios

### New Referrals (Students referred on or after 7/1/15)

Data to be reported (in addition to the student demographic information of LID, SID, First Name, Last Name, and Date of Birth)

**Scenario:** New Referral, Student is eligible, IEP implemented, No Annual Review

**Description:** Student was referred on or after 7/1/2015 and is currently receiving services as of the 10/15/16 submission date. Student has not yet had an annual review meeting.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	Yes
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning	Yes
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16	Yes
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16	Yes
Parental Consent Obtained	"Y" if Consent for Initial IEP Implementation	Yes
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <= 10/15/16	Yes
Annual IEP Review Meeting Date	No Meeting held as of 10/15/16	No
Special Education Classification	Students Classification code from the list in the Special Education Student Data Handbook	Yes
Reevaluation Date	No reevaluation held as of 10/15/16	No
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday	Yes, if delayed
Special Education Placement	Students Placement code from the list in the Special Education Student Data Handbook	Yes
Time in Regular Program		Yes if Sped Placement is 18 or 19

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## NJ SMART Special Education Scenarios

Counseling, OT, PT, Speech/Language, Other Related Services	Start/end date range of services spans 10/15/16 submission date	Yes
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**Scenario:** New Referral, Student is eligible, IEP Implemented, Annual Review Held on or before 10/15/16

**Description:** Student was referred on or after 7/1/2015 and is currently receiving services as of the 10/15/16 submission date. Student has had an annual review meeting.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	Yes
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning	Yes
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16	Yes
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16	Yes
Parental Consent Obtained	"Y" if Consent for Initial IEP Implementation	Yes
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <= 10/15/16	Yes
Annual IEP Review Meeting Date	No Meeting held as of 10/15/16	Yes
Special Education Classification	Students Classification code from the list in the Special Education Student Data Handbook	Yes
Reevaluation Date	No reevaluation held as of 10/15/16	No
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday	Yes, if delayed
Special Education Placement	Students Placement code from the list in the Special Education Student Data Handbook	Yes
Time in Regular Program		Yes if Sped Placement is 18 or 19
Counseling, OT, PT, Speech/Language, Other Related Services	Start/end date range of services spans 10/15/16 submission date	Yes

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## *NJ SMART Special Education Scenarios*

**Scenario:** New Referral, Student found Ineligible

**Description:** Student was referred on or after 7/1/2015 and was found ineligible at a determination meeting held on or before 10/15/2016

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	Yes
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning	Yes
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16	Yes
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Leave blank, student found ineligible	No
Parental Consent Obtained	Leave blank, student found ineligible	No
Parental Consent to Implement Initial IEP	Leave blank, student found ineligible	No
Annual IEP Review Meeting Date	Leave blank, none held	No
Special Education Classification	Report as "00" when student found ineligible	Yes
Reevaluation Date	Leave blank, none held	No
Initial Process Delay Reason	Leave blank, student found ineligible	No
Special Education Placement	Leave blank, student found ineligible	No
Time in Regular Program	Leave blank, student found ineligible	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave blank, student found ineligible	No

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## *NJ SMART Special Education Scenarios*

**Scenario:** New Referral, in process

**Description:** Student has a Receipt of Referral that occurred on or after 7/1/2015 and has completed some but not all of the actions of the Referral process.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	Yes
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	If received and Date >= CST Meeting and Evaluation Planning <= 10/15/16, report the date	Yes
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16	Yes
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16	Yes
Parental Consent Obtained	"Y" if Consent for Initial IEP Implementation	Yes
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <= 10/15/16	Yes
Annual IEP Review Meeting Date	No Meeting held as of 10/15/16	No
Special Education Classification	Students Classification code from the list in the Special Education Student Data Handbook	Yes
Reevaluation Date	No reevaluation held as of 10/15/16	No
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday	Yes, if delayed
Special Education Placement	Students Placement code from the list in the Special Education Student Data Handbook	Yes
<i>Time in Regular Program</i>		Yes if Sped Placement is 18 or 19
Counseling, OT, PT, Speech/Language, Other Related Services	Start/end date range of services spans 10/15/16 submission date	Yes

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## *NJ SMART Special Education Scenarios*

**Scenario:** New Referral, consent to implement IEP is refused

**Description:** Student has a Receipt of Referral that occurred on or after 7/1/2015, is Eligible, Parents refuse to give consent to implement the Initial IEP

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	Yes
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning <= 10/15/16	Yes
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16	Yes
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16 If combined with the eligibility meeting, both fields will have the same date	Yes
Parental Consent Obtained	Report "R" – parents refused Consent for Initial IEP Implementation <= 10/15/16	Yes
Parental Consent to Implement Initial IEP	Leave blank	No
Annual IEP Review Meeting Date	Leave blank	No
Special Education Classification	Students Classification code from the list in the Special Education Student Data Handbook	Yes
Reevaluation Date	Leave blank	No
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday	Yes, if delayed
Special Education Placement	Leave blank	No
Time in Regular Program	Leave blank	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave Blank	No

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## *NJ SMART Special Education Scenarios*

**Scenario:** New Referral, Parental Consent to Implement Initial IEP Revoked

**Description:** Student has a Receipt of Referral that occurred on or after 7/1/2015, is Eligible; Parents initially give consent to implement the initial IEP, but then revoke that consent before the IEP is implemented

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	Yes
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning <= 10/15/16	Yes
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16	Yes
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16 If combined with the eligibility meeting, both fields will have the same date	Yes
Parental Consent Obtained	Report "R" – parents refused Consent for Initial IEP Implementation <= 10/15/16	Yes
Parental Consent to Implement Initial IEP	Leave blank	No
Annual IEP Review Meeting Date	Leave blank	No
Special Education Classification	Students Classification code from the list in the Special Education Student Data Handbook	Yes
Reevaluation Date	Leave blank	No
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday	Yes, if delayed
Special Education Placement	Leave blank	No
Time in Regular Program	Leave blank	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave Blank	No

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## *NJ SMART Special Education Scenarios*

**Scenario:** New Referral, Evaluations Warranted, Parental Consent to Evaluate is Revoked

**Description:** Student is referred on or after 7/1/2015, Evaluations are warranted. Parents give consent to evaluate, and then revoke consent.

**Note:** If the parents revoked consent to evaluate (therefore the student was not evaluated), student should not be reported since the district is not proceeding.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	No
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Leave blank	No
Eligibility Determination Date	Leave blank	No
Early Intervention	Leave blank	No
Initial IEP Meeting Date	Leave blank	No
Parental Consent Obtained	Leave blank	No
Parental Consent to Implement Initial IEP	Leave blank	No
Annual IEP Review Meeting Date	Leave blank	No
Special Education Classification	Leave blank	No
Reevaluation Date	Leave blank	No
Initial Process Delay Reason	Leave blank	No
Special Education Placement	Leave blank	No
Time in Regular Program	Leave blank	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave Blank	No



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## *NJ SMART Special Education Scenarios*

**Scenario:** New Referral, Evaluations Not Warranted

**Description:** Student is referred on or after 7/1/2015, evaluations are not warranted

**NOTE:** Student does not get reported since no evaluations will be done.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	No
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Leave blank	No
Eligibility Determination Date	Leave blank	No
Early Intervention	Leave blank	No
Initial IEP Meeting Date	Leave blank	No
Parental Consent Obtained	Leave blank	No
Parental Consent to Implement Initial IEP	Leave blank	No
Annual IEP Review Meeting Date	Leave blank	No
Special Education Classification	Leave blank	No
Reevaluation Date	Leave blank	No
Initial Process Delay Reason	Leave blank	No
Special Education Placement	Leave blank	No
<i>Time in Regular Program</i>	Leave blank	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave Blank	No

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## *NJ SMART Special Education Scenarios*

**Scenario:** New Referral, Referral Withdrawn

**Description:** Student is referred on or after 7/1/2015, referral is withdrawn

**NOTE:** Student does not get reported since referral is withdrawn and no evaluations will be done.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	No
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Leave blank	No
Eligibility Determination Date	Leave blank	No
Early Intervention	Leave blank	No
Initial IEP Meeting Date	Leave blank	No
Parental Consent Obtained	Leave blank	No
Parental Consent to Implement Initial IEP	Leave blank	No
Annual IEP Review Meeting Date	Leave blank	No
Special Education Classification	Leave blank	No
Reevaluation Date	Leave blank	No
Initial Process Delay Reason	Leave blank	No
Special Education Placement	Leave blank	No
<i>Time in Regular Program</i>	Leave blank	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave Blank	No

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## *NJ SMART Special Education Scenarios*

**Scenario:** Student is eligible, one (1) or more Annual review meetings held by 10/15/16, No Reevaluation Meeting held as of 10/15/16

**Description:** Student was referred one or more years ago and is continuing to receive services as of the 10/15/2016 submission data. Student has had a reevaluation meeting

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Early Intervention	If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory Early Intervention = "Y" if Receipt of Referral "Referred from EI services " filed is "yes"	Conditional
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory If combined with the eligibility meeting, both fields will have the same date	Conditional
Parental Consent Obtained	Report "R" – parents refused Consent for Initial IEP Implementation <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <=10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Annual IEP Review Meeting Date	Most recent annual review meeting date that occurred on or before 10/15/2016	Yes

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## *NJ SMART Special Education Scenarios*

Special Education Classification	Students Classification code from the list in the Special Education Student Data Handbook	Yes
Reevaluation Date	No reevaluation held as of 10/15/16	Yes
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday If Initial Eligibility Determination Meeting Date >= 7/1/15, this field is mandatory	Conditional
Special Education Placement	Placement group code from the Special Education Student Data Handbook	Yes
<i>Time in Regular Program</i>	Leave blank	Yes if special ed placement is 18 or 19
Counseling, OT, PT, Speech/Language, Other Related Services	Start/End date range of service spans 10/15/16 submission date	Yes

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## *NJ SMART Special Education Scenarios*

**Scenario:** Student is eligible, one (1) or more Annual review meetings held by 10/15/16, combined Reevaluation Meeting and Annual Review Meeting held as of 10/15/16

**Description:** Student was referred one or more years ago and is continuing to receive services as of the 10/15/2016 submission data.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Early Intervention	If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory Early Intervention = "Y" if Receipt of Referral "Referred from EI services " filed is "yes"	Conditional
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory If combined with the eligibility meeting, both fields will have the same date	Conditional
Parental Consent Obtained	Report "R" – parents refused Consent for Initial IEP Implementation <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <=10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Annual IEP Review Meeting Date	Most recent annual review meeting date that occurred on or before 10/15/2016	Yes

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## *NJ SMART Special Education Scenarios*

Special Education Classification	Students Classification code from the list in the Special Education Student Data Handbook	Yes
Reevaluation Date	No reevaluation held as of 10/15/16	Yes
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday If Initial Eligibility Determination Meeting Date >= 7/1/15, this field is mandatory	Conditional
Special Education Placement	Placement group code from the Special Education Student Data Handbook	Yes
<i>Time in Regular Program</i>	Leave blank	Yes if special ed placement is 18 or 19
Counseling, OT, PT, Speech/Language, Other Related Services	Start/End date range of service spans 10/15/16 submission date	Yes

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## *NJ SMART Special Education Scenarios*

**Scenario:** Student is eligible, one (1) or more Annual review meetings held by 10/15/16, consent for Reevaluation Meeting waived received on or before 10/15/16.

**Description:** Student was referred one or more years ago and is continuing to receive services as of the 10/15/2016 submission data. Consent to waive re-evaluation has been waived.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Early Intervention	If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory Early Intervention = "Y" if Receipt of Referral "Referred from EI services " filed is "yes"	Conditional
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory If combined with the eligibility meeting, both fields will have the same date	Conditional
Parental Consent Obtained	Report "R" – parents refused Consent for Initial IEP Implementation <= 10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <=10/15/16 If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	Conditional
Annual IEP Review Meeting Date	Most recent annual review meeting date that occurred on or before 10/15/2016	Yes

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## *NJ SMART Special Education Scenarios*

Special Education Classification	Students Classification code from the list in the Special Education Student Data Handbook	Yes
Reevaluation Date	No reevaluation held as of 10/15/16	Yes
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday If Initial Eligibility Determination Meeting Date >= 7/1/15, this field is mandatory	Conditional
Special Education Placement	Placement group code from the Special Education Student Data Handbook	Yes
<i>Time in Regular Program</i>	Leave blank	Yes if special ed placement is 18 or 19
Counseling, OT, PT, Speech/Language, Other Related Services	Start/End date range of service spans 10/15/16 submission date	Yes



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## *NJ SMART Special Education Scenarios*

**Scenario:** Student is eligible, one (1) or more Annual review meetings held by 10/15/16, Parent refuses consent for Reevaluation on or before 10/15/16 but after 6/30/2016.

**Description:** Student was referred one or more years ago and consent is refused at the re-evaluation meeting on or before 10/15/2016 submission date.

**Note:** Student should be submitted to the Special Education Submission with a “99” Declassified Classification. If the consent was refused before the 6/30/2016 Submission the student should be de-classified in the EOY SID Snapshot with a “99” code.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date $\geq$ 7/1/15 If Initial Eligibility Determination Meeting Date is $\geq$ 7/1/15, this field is mandatory	Yes
CST meeting, Evaluations Warranted	Date $\geq$ Referral $\leq$ 10/15/16	
Parental Consent to Evaluate	Date $\geq$ CST Meeting and Evaluation Planning $\leq$ 10/15/16 If Initial Eligibility Determination Meeting Date is $\geq$ 7/1/15, this field is mandatory	Yes
Eligibility Determination Date	Date $\geq$ Parental Consent to Evaluate Date $\leq$ 10/15/16 If Initial Eligibility Determination Meeting Date is $\geq$ 7/1/15, this field is mandatory	Yes
Early Intervention	If Initial Eligibility Determination Meeting Date is $\geq$ 7/1/15, this field is mandatory Early Intervention = “Y” if Receipt of Referral “Referred from EI services” filed is “yes”	Yes
Initial IEP Meeting Date	Date $\geq$ Eligibility Determination Date $\leq$ 10/15/16 If Initial Eligibility Determination Meeting Date is $\geq$ 7/1/15, this field is mandatory If combined with the eligibility meeting, both fields will have the same date	Yes
Parental Consent Obtained	Report “R” – parents refused Consent for Initial IEP Implementation $\leq$ 10/15/16 If Initial Eligibility Determination Meeting Date is $\geq$ 7/1/15, this field is mandatory	Yes
Parental Consent to Implement Initial IEP	Date $\geq$ Initial IEP Meeting Date $\leq$ 10/15/16	Yes

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## *NJ SMART Special Education Scenarios*

	If Initial Eligibility Determination Meeting Date is >=7/1/15, this field is mandatory	
Annual IEP Review Meeting Date	Most recent annual review meeting date that occurred on or before 10/15/2016	Yes
Special Education Classification	Report as "99", student is declassified	Yes
Reevaluation Date	No reevaluation held as of 10/15/16	Yes
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday If Initial Eligibility Determination Meeting Date >= 7/1/15, this field is mandatory	Yes
Special Education Placement	Placement group code from the Special Education Student Data Handbook	Yes
<i>Time in Regular Program</i>	Leave blank	Yes if special ed placement is 18 or 19
Counseling, OT, PT, Speech/Language, Other Related Services	Start/End date range of service spans 10/15/16 submission date	Yes

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## *NJ SMART Special Education Scenarios*

**Scenario:** New Referrals (referred on or after 7/1/15), found eligible, declassified after 10/15/16 but on or before 10/15/16, with an Annual Review and a Reevaluation.

**Description:** New referral (on or after 7/1/2015) and is declassified on or before the 10/15/16 but after last year's fall submission date. Student has had an annual review and a reevaluation meeting since being referred.

**Note:** If student is declassified before 6/30/2016, submit the "99" declassification in the EOY SID Snapshot and do not report the student for the 10/15/2016 Special Education Submission.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/15	Yes
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning <= 10/15/16	Yes
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16	Yes
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16 If combined with the eligibility meeting, both fields will have the same date	Yes
Parental Consent Obtained	"Y" if Consent for Initial IEP Implementation <= 10/15/16	Yes
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <= 10/15/16	Yes
Annual IEP Review Meeting Date	Most recent annual review meeting date that occurred on or before 10/15/16	Yes
Special Education Classification	Report as "99"	Yes
Reevaluation Date	Most recent Reevaluation meeting date >Initial eligibility meeting date <= 10/15/16 where the student was declassified	Yes
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday	Yes
Special Education Placement	Leave blank, student declassified	No

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## *NJ SMART Special Education Scenarios*

<i>Time in Regular Program</i>	Leave blank, student declassified	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave blank, student declassified	No

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## *NJ SMART Special Education Scenarios*

**Scenario:** New Referrals (referred on or after 7/1/15), found eligible, declassified after 10/15/15 but on or before 10/15/16, with a combined Annual Review/Reevaluation Meeting.

**Description:** New referral (on or after 7/1/2015) and is declassified on or before the 10/15/16 but after last year's fall submission date. Student has had a combined annual review and reevaluation meeting since being referred at which time he was declassified.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	Yes
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning <= 10/15/16	Yes
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16	Yes
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16 If combined with the eligibility meeting, both fields will have the same date	Yes
Parental Consent Obtained	"Y" if Consent for Initial IEP Implementation <= 10/15/16	Yes
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <= 10/15/16	Yes
Annual IEP Review Meeting Date	Date of the combined annual review/reevaluation meeting <= 10/15/16 where the student was declassified	Yes
Special Education Classification	Report as "99"	Yes
Reevaluation Date	Most recent Reevaluation meeting date >Initial eligibility meeting date <= 10/15/16 where the student was declassified	Yes
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday	Yes
Special Education Placement	Leave blank, student declassified	No

# Supplemental Guidance

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## *NJ SMART Special Education Scenarios*

<i>Time in Regular Program</i>	Leave blank, student declassified	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave blank, student declassified	No

# Supplemental Guidance



## *NJ SMART Special Education Scenarios*

**Scenario:** New Referrals (referred on or after 7/1/15), found eligible, declassified after 10/15/15 but on or before 10/15/16, with a Reevaluation Meeting only.

**Description:** Student is a new referral and is declassified as a result of a reevaluation meeting. No annual review has been convened for this student.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/15	Yes
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning <= 10/15/16	Yes
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/15	Yes
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16 If combined with the eligibility meeting, both fields will have the same date	Yes
Parental Consent Obtained	"Y" if Consent for Initial IEP Implementation <= 10/15/16	Yes
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <= 10/15/16	Yes
Annual IEP Review Meeting Date	Leave blank, none held	No
Special Education Classification	Report as "99"	Yes
Reevaluation Date	Date of the reevaluation meeting <=10/15/16 where the student was declassified	Yes
Initial Process Delay Reason	Delay reason code if eligibility determination > 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday	Yes
Special Education Placement	Leave blank, student declassified	No
<i>Time in Regular Program</i>	Leave blank, student declassified	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave blank, student declassified	No

# Supplemental Guidance



## *NJ SMART Special Education Scenarios*

**Scenario:** A continuing Special Education Student (referred prior to 7/1/15) who is declassified after 10/15/15 but on or before 10/15/16.

**Description:** Student was determined to be eligible for services 1 or more years ago and has been declassified after 10/15/15 but on or before 10/15/16 as a result of a reevaluation meeting, student has had one or more annual reviews prior to reevaluation meeting.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >= 7/1/15 If Initial Eligibility Determination Meeting Date is >= 7/1/16, this field is mandatory	Conditional
CST meeting, Evaluations Warranted	Date >= Referral <= 10/15/16	
Parental Consent to Evaluate	Date >= CST Meeting and Evaluation Planning <= 10/15/16 If Initial Eligibility Determination meeting date is >= 7/1/15, this field is mandatory	Conditional
Eligibility Determination Date	Date >= Parental Consent to Evaluate Date <= 10/15/16 If Initial Eligibility Determination meeting date is >= 7/1/15, this field is mandatory	Conditional
Early Intervention	Early Intervention = "Y" if Receipt of Referral "Referred from EI services" field is "yes"	Yes
Initial IEP Meeting Date	Date >= Eligibility Determination Date <= 10/15/16 If Initial Eligibility Determination Meeting Date is >= 7/1/15, this field is mandatory If combined with the eligibility meeting, both fields will have the same date	Conditional
Parental Consent Obtained	"Y" if Consent for Initial IEP Implementation <= 10/15/16 If Initial Eligibility Determination Meeting Date is >= 7/1/15, this field is mandatory	Conditional
Parental Consent to Implement Initial IEP	Date >= Initial IEP Meeting Date <= 10/15/16 If Initial Eligibility Determination Meeting Date is >= 7/1/15, and parental consent obtained is "Y", this field is mandatory	Conditional
Annual IEP Review Meeting Date	Date >= Initial IEP Implementation date <= Reevaluation Date at which student was declassified Not Required to be reported if reevaluation date is reported	Yes
Special Education Classification	Report as "99"	Yes



# Supplemental Guidance

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## *NJ SMART Special Education Scenarios*

Reevaluation Date	Reevaluation meeting at which student was declassified where the meeting date $\geq$ Initial IEP Implementation date $\leq$ 10/15/16	Yes
Initial Process Delay Reason	Delay reason code if eligibility determination $>$ 90 days from consent to evaluate. Delay reason code for EI referrals available in the Special Education Student Handbook where consent to implement is after 3 <sup>rd</sup> birthday If Initial Eligibility Determination Meeting Date is $\geq$ 7/1/15, this field is mandatory	Conditional
Special Education Placement	If Special Education Classification is "99"	No
<i>Time in Regular Program</i>	Leave blank, student declassified	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave blank, student declassified	No

# Supplemental Guidance



## *NJ SMART Special Education Scenarios*

**Scenario:** Student is Receiving Services, Consent is Revoked

**Description:** Student is receiving Special Education services, had an annual review after 10/15/15, then parents revoked consent for services before 6/30/16.

**Note:** Student does not get reported since consent is revoked.

NJ SMART Data Element	Notes	Included fields in Submission
Referral Date	Date >=7/1/15	No
CST meeting, Evaluations Warranted	Date >= Referral <=10/15/16	
Parental Consent to Evaluate	Leave blank	No
Eligibility Determination Date	Leave blank	No
Early Intervention	Leave blank	No
Initial IEP Meeting Date	Leave blank	No
Parental Consent Obtained	Leave blank	No
Parental Consent to Implement Initial IEP	Leave blank	No
Annual IEP Review Meeting Date	Leave blank	No
Special Education Classification	Leave blank	No
Reevaluation Date	Leave blank	No
Initial Process Delay Reason	Leave blank	No
Special Education Placement	Leave blank	No
<i>Time in Regular Program</i>	Leave blank	No
Counseling, OT, PT, Speech/Language, Other Related Services	Leave Blank	No

## *NJ SMART Special Education Scenarios*

### **Exited Students**

Students who were new referrals (referred on or after 7/1/2015) or found eligible on or after 7/1/2015, but exited special education on or before 10/15/16 because of one of the following reasons:

- Dropped out
- Deceased
- Reached maximum age
- Moved and are known to continue
- Move and known not to continue
- Graduated

**NOTE:** The above students are not reported to the Special Education Submission, but must be inactivated in SID Management.

### **Transfer Students**

#### **Students Transferred Out**

**Scenario:** A student referred on or after 7/1/15 and found eligible for services is transferred out of the district to another school district after 7/1/16 but on or before 10/15/16.

**Description:** Student was a new referral (referred on or after 7/1/15) and eligible for services but transferred to another district between 7/1/16 and 10/15/16.

**DO NOT INCLUDE** in this submission file – student will be reported by the district he was transferred into, including the referral information, even though the original district conducted the evaluations, etc.

**Scenario:** A continuing special education student (found eligible 1 or more years ago) transferred out of the district to another school district on or before 10/15/16.

**Description:** Student was eligible for services but transferred to another district between 7/1/16 and 10/15/16.

**DO NOT INCLUDE** in this districts submission file – student will be reported by the district they were transferred to

#### **Students Transferred into a district**

**Scenario:** A continuing special ed. student (found eligible 1 or more years ago) transferred into the district from another school district after 10/15/15 but on or before 10/15/16.

## *NJ SMART Special Education Scenarios*

**Description:** Student was eligible for services last year and reported by the other district in the 10/15/15 submission file, but has since transferred to the district on or before 10/15/16.

The new district (the one the student transferred into) will report the student, including any reevaluation or annual review dates that occurred between 10/15/15 and 10/15/16, even if those meetings were held by the original district.

**Scenario:** A student, who was referred in another district on or after 7/1/16 and found eligible for services, is transferred into the district on or before 10/15/16.

**Description:** Student was eligible for services but transferred into this district between 7/1/16 and 10/15/16. The new district (the one the student transferred into) will report the student, including all the referral information and eligibility dates that occurred on or after 7/1/16, even if those meetings were held by the original district.

### Two Referral Chains

**Scenario:** Two referrals, both processes completed.

**Description:** Student was referred and found either eligible or ineligible on or after 7/1/15. Student is then either declassified (if found eligible) and the re-referred, or re-referred (if originally found ineligible). The student is then found eligible with this new referral.

Data reported would use the data from the second referral (use the most recent referral date, consent to evaluate, eligibility determination, etc.)

**Scenario:** Two referrals, one process completed the other in progress.

**Description:** Student was referred and found eligible on or after 7/1/15. Student received services, and was declassified (eg. 5/1/2016). Student is then re-referred several months later (eg. (9/1/16) and consent to evaluate is received two weeks later (eg. 9/15/2016). Eligibility meeting won't occur until after 10/15/16.

Data reported would use the most recent referral and consent dates.

**Scenario:** Two referrals, one process completed, the other in progress, student receiving services on 10/15/16 based on the first referral.

**Description:** Student was referred and found eligible for Speech/Language on or after 7/1/2016. Student has an IEP in effect for Speech/Language on 10/15/16 and is receiving services. Student was referred for Special

# Supplemental Guidance

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## *NJ SMART Special Education Scenarios*

Ed/Related services on 9/1/16. Consent to Evaluate was received on 9/15/16. Eligibility Determination meeting will not be held until after 10/15/16.

Data reported would be only the current referral for Special Ed/Related services, **not** the Special Ed services from the Speech Evaluation.

### **Concurrent Chains**

**Scenario:** Two referral processes, both open and occurring within the same time frame.

**Description:** Student is referred for Speech/Language on or after 7/1/15 and also has a Consent to Evaluate. Eligibility Determination meeting will not occur until after 10/15/16. Student also has a referral for Special Education and Related Services on or after 7/1/15 and also has a Consent to Evaluate. Again The Eligibility Determination will not occur until after 10/15/16.

Data reported would be only the current referral for Special Ed/Related services, **not** the Special Ed services from the Speech Evaluation.

### **Declassified Students**

**Scenario:** Continuing special education student is determined to be ineligible for Special Education services during the Reevaluation meeting on or before 6/30/2016.

**Description:** Student was eligible for services after 10/15/2016, but the parents refused consent during a Reevaluation meeting on 04/15/16.

Data reported would only be the Special Education Classification code of "99" in the June 30, 2016 **SID Management** the student would **not** be reported to the 10/15/16 Special Education Submission.

**Scenario:** Continuing special education student is determined to be ineligible for Special Education Services during the Reevaluation meeting after 6/30/2016 but on or before 10/15/16.

**Description:** Student was eligible for services after 10/15/2016, but during the Reevaluation meeting the CST determined that the student was no longer eligible for the services

Data reported would be the Special Education Classification code of "99" in the October 14, 2016 SID Snapshot and Special Education Submissions.